

1 October 1973

MEMORANDUM FOR: Chief, Information Systems Analysis Staff

SUBJECT : Your Presentation at the Records
Management Conference

1. There are two particular items that I suggest you consider commenting on during your presentation. I assume your reference to the Records Management Board will be to announce its dissolution. You might want to indicate, assuming you agree, that the Technical Committee made up of Chief, RAB and Directorate RMO's will begin meeting again to discuss and hopefully recommend solutions to some of the problems facing the Records Program. Secondly, you could point out that the role of RAB personnel will more and more become that of advisors to the Directorates. As our new responsibilities increase, it will be necessary for the Component Records Officers to perform a good deal more of the work they now send to RAB. This will require more training on their part which we might help negotiate--the two weeks Forms Management Course for instance. Not only will they have to do more preparation before coming to us but we will be seeking their active assistance--the copying machine survey, etc.

2. I don't intend to give the impression that we will stop supporting the Directorates but that our support will be provided in another way. Records Management is becoming too involved for this small Branch to perform in other than an advisory role. We cannot continue to write and type Records Control Schedules, calculate records volumes, etc. Things of this nature must be done in the components.



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Chief
Records Administration Branch